

APPENDIX O**COLLECTING TRAVEL DEBTS****A. Purpose**

To prescribe procedures for processing debts due to the U.S. Government that arise from a travel transaction. These debts occur when an advance is given and no travel happens, or an advance exceeds the entitlements earned when travel is performed. In either instance, the overpayment is a debt due the U.S. Government and requires close monitoring and timely collection action.

B. Scope

This appendix applies to the travel divisions in the Operating Locations (OPLOCs) under the command and control of the Defense Finance and Accounting Service - Indianapolis Center (DFAS-IN) and the Finance and Accounting Offices (FAOs) in the DFAS-IN network.

C. Procedures

1. Generate the Daily Suspense File.
2. Compare each suspense item with the applicable Department of Defense (DD) Form 1588 to ensure the advance has not been settled. Although the suspense should have cleared if settlement was made, the DD Form 1588 entries should still be checked in case a mismatch resulted in the suspense not clearing. If the settlement voucher was received and processed, ensure the advance was deducted from the settlement voucher. If the suspense item was a result of a due U.S. Government settlement voucher, ensure that a collection was not already processed by the disbursing division.
3. After determining that an advance is still outstanding, generate the appropriate letter or payroll deduction form. See regulatory guidance for the timing of collection letters and when the payroll deduction form may be sent. The automated travel system will automatically place the collection item in suspense if a letter is generated, pending collection action. If no settlement has been received after the appropriate number of letters have been sent, the automated travel system will generate a payroll deduction form when the suspense file is run.
4. Forward all payroll deduction forms to the proper payroll office for collection. Follow-up on the collection action if no response has been received within 10 days. Travel will forward the pay adjustment to the Military Pay Section within the OPLOC, who will then input the collection action and perform follow-up inquiries to ensure the input processed. If the traveler is a civilian employee, travel will forward the payroll deduction form to the appropriate civilian pay office. Travel will ensure the DD Form 1588 is annotated to reflect payroll deduction has been initiated and completed.

